



Upgrading to



Essentials

MS Project 2010 Advanced Training Course Outline

The course aims to provide the necessary skills and knowledge required to use the new features and enhancements found in the major applications of Microsoft Office 2010.

This course is for experienced Microsoft Office users who need to know how to use the key new features and enhancements in the major applications, Word, Excel, PowerPoint, and Outlook, of Microsoft Office 2010. Experience in using applications in a version of Microsoft Office prior to Office 2010 is essential for this course as it is assumed the attendee can create and modify basic documents, workbooks, and presentations. It would also be beneficial to have a basic understanding of file management in the Windows environment.

Learning Outcomes:

- use the more convenient printing settings in Office 2010
- use the new formatting features found in Office 2010
- understand what has changed in Microsoft Word 2010
- find the standard page layout features of Word 2010
- create a mail merge operation in Word 2010
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- use the formatting features of Microsoft Excel 2010
- work with Excel 2010's formulas and functions
- use the charting features in Excel 2010
- create effective presentations using the new and enhanced features of PowerPoint 2010
- work with many of the new features of Outlook 2010
- create and read email messages in Outlook 2010
- use the Calendar feature in Outlook 2010
- ☑ work with Contacts in Outlook 2010

Project 2010 Advanced Training Course - **Lesson 1: The Office 2010 Interface**

- Understanding The Office 2010 Interface
- Starting An Office 2010 Application
- Understanding The Ribbon
- Using The Ribbon
- Using Ribbon Key Tips
- Minimising The Ribbon
- Understanding The Quick Access Toolbar
- Launching Dialog Boxes
- Understanding The Status Bar
- Understanding The Backstage View
- Accessing The Backstage View

Project 2010 Advanced Training Course - Lesson 2

Printing From Office 2010

- Print Previewing In Office 2010
- Choosing A Printer
- Specifying Print Settings
- Specifying Page Layout Settings
- Changing Printer Properties



Project 2010 Advanced Training Course - Lesson 3

Working with Resources

- Assigning a Resource Calendar
- Customising a Resource Calendar
- Applying Predefined Resource Contours
- Specifying Resource Availability Dates

- Grouping Resources
- Module Five: Review Questions

Project 2010 Advanced Training Course - Lesson 4

Other Ways to View Project Information

- Balancing the Project
- Scheduling Resource Overtime
- Identifying Resource Over-allocation
- Setting Levelling Options
- Balancing Resource Over-allocations Automatically
- Balancing Resource Over-allocations Manually
- Module Seven: Review Questions

Project 2010 Advanced Training Course - Lesson 5

Checking Project Progress

- Viewing Project Statistics
- Viewing Project Costs
- Checking Duration Variance
- Checking Work Variance
- Checking Cost Variance
- Identifying Slipped Tasks
- Saving an Interim Plan
- Module Nine: Review Questions

Project 2010 Advanced Training Course - Lesson 6

Working with Multiple Projects

- Inserting a Subproject
- Consolidating Projects
- Viewing Multiple Project Critical Paths
- Viewing Consolidated Project Statistics
- Creating a Resource Pool
- Module Eleven: Review Questions
Creating a PDF

Project 2010 Advanced Training Course - Lesson 7

Viewing the Project

- Using Split Views
- Sorting Information
- Grouping Information
- Filtering Information
- Using AutoFilters
- Using Zoom
- Module Two: Review Questions

Project 2010 Advanced Training Course - Lesson 8

Working with Tasks (II)

- Understanding Task Type
- Assigning a Task Calendar
- Understanding Task Indicators
- Module Four: Review Questions

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Project 2010 Advanced Training Course - Lesson 9

Working with Costs

- Adding Pay Rates for a Resource
- Specifying Pay Rates for Different Dates
- Applying a Different Pay Rate to an Assignment
- Using Material Resource Consumption Rates
- Entering Task Fixed Costs
- Module Six: Review Questions

Project 2010 Advanced Training Course - Lesson 10

Updating Project Progress

- Saving a Baseline Plan
- Updating the Entire Project
- Updating Task Actual Values
- Updating Actual Work
- Updating Actual Costs
- Module Eight: Review Questions

Project 2010 Advanced Training Course - Lesson 11

Working with Reports

- Customising a Basic Report
- Creating a Custom Report
- Customising a Visual Report
- Sorting a Report
- Module Ten: Review Questions





Project 2010 Advanced Training Course - Lesson 12

Wrapping Up

- Words from the Wise

Project 2010 Advanced is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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